

Urine Collections Interview Questions

[Name of Collection Site/Company]

[Name of Person Completing This Questionnaire]

[Transit System]

Revised: April 2020

#	Question	Answers
	I WOULD LIKE TO BEGIN WITH QUESTIONS ON BASIC COLLECTION PROCEDURES.	
1.	Do you require a consent or release - giving the collection site or its personnel indemnification - required for testing to be performed?	
2.	Is the employee allowed to keep their wallet, or is the wallet maintained in a sufficiently secure fashion?	
3.	If an employee is allowed to keep the wallet, what are you required to do?	
4.	Is there a source of water for hand-washing, which, if practicable, is external to the privacy enclosure?	
5.	At what point in the collection process is the sealed wrapper removed from the collection container cup?	
6.	Please explain what steps are taken to ensure the employee is required to remain in the presence of the collector (with no access to water, soap, or other adulterating agents) until entering the privacy enclosure to provide the specimen?	
7.	Is the privacy enclosure free of: All sources of clear water? Possible specimen contaminants? Places where paraphernalia could be hidden?	
8.	At what point in the collection process are the two specimen bottles opened?	
9.	At a minimum, how much urine is required to be placed into Specimen Bottle A?	
	Specimen Bottle B?	
10.	At what point are the specimen bottle stickers/seals placed on the specimen bottles?	

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11.	<p>Who is required to write the date on the specimen bottle seals?</p> <p>Who is required to place the donor's initials on the specimen bottle seals?</p>	
12.	<p>Do you have only one employee under your supervision at one time until the collection process is completed (i.e., specimen has been collected, the urine specimen bottle has been sealed and initialed, the custody and control form has been completed and the employee has departed)?</p>	
13.	<p>How often do you check the security of the designated privacy enclosure used for urine collections?</p>	
	<p>NOW I WOULD LIKE TO ASK YOU SOME QUESTIONS ABOUT YOUR PROCEDURES AND REFERENCE MATERIALS</p>	
14.	<p>Please demonstrate the following for me:</p> <ul style="list-style-type: none"> A Access to a current copy of 49 CFR Part 40, B Access to the current "DOT Urine Specimen Collection Guidelines," C Documentation showing that each individual Collector has subscribed to the ODAPC list-serv 	
15.	<p>Can you accept a form of identification other than a driver's license?</p>	
16.	<p>Is identification of the employee by another employee being tested accepted?</p>	
17.	<p>What is done if an employee says they are not ready to begin the urine collection process because of inability to urinate at the time?</p>	
18.	<p>What is done if you find the employee has material that appears to have been brought with the intent to alter or substitute the specimen?</p>	

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19.	What steps are taken if an employee is clearly and unequivocally attempting to adulterate or substitute their urine specimen?	
20.	What is done if the employee admits to adulterating or substituting the specimen?	
21.	What steps are taken if an employee refuses to cooperate with the collection process?	
22.	What would you do if the specimen is out of the acceptable temperature range, or appears to be adulterated or substituted?	
23.	Which specimens are sent to the lab if an initial specimen is tampered with or out of the acceptable temperature range, and a second specimen is collected under direct observation?	
24.	What is done with the initial specimen if an employee provides an adulterated or out-of-temperature sample, and refuses to allow a second specimen to be collected under observed collection?	
25.	If you as the collector must complete an observed collection, is it required that you must record the reason for the observed collection, and if so, how?	
26.	Does your collection site always have available a same-gender observer, in case an observed collection is needed?	
27.	Describe the procedures for conducting a directly-observed test?	
28.	What is done if the employee possesses a prosthetic or other device used to tamper with the collection?	

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29.	What is done if the employee is unable to provide a specimen of at least 45 milliliters?	
30.	What is done with the original insufficient specimen?	
31.	What is done if the employee refuses to attempt to provide a new specimen, or leaves the collection site before the process is complete?	
32.	What is done if the employee has not provided a sufficient specimen within three hours of the first unsuccessful attempt to provide the specimen?	
33.	What is done if it is time to close the collection facility and the employee is still in the "shy bladder" process?	
34.	What is the impact on a test result if the collector does not sign AND print his/her name in Step 4 (certification statement) of the CCF, so that the portion of the CCF is blank?	
35.	What is the impact on a test result if the collector uses a non-DOT drug testing form for a DOT-required test, and the problem is not corrected?	
36.	What is the impact on a test result if the employee does not sign the certification statement on Copy 2 (Step 5) of the CCF and the collector does not make note of this on the "Remarks" line?	
37.	What is the impact on a test result if the collector does not sign the certification statement (Step 4) of the CCF?	
	THIS COMPLETES THE REVIEW OF COLLECTOR QUESTIONS. FOLLOWING ARE QUESTIONS FOR THE <u>COLLECTION SITE SUPERVISOR</u> .	
38.	How long must the collection site retain the Collectors copy (Copy 3) of the CCF?	

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39.	Have each of the urine collectors received training in accordance with the amended Part 40 regulations? Please submit documentation showing that all Collectors meet DOT training qualifications and proficiency requirements?	
40.	If a drug test is canceled because of a collector mistake, what corrective action is taken with the collector who made the mistake? Within how many days must the collector receive error-correction training?	
41.	Once a collector has been notified that a correctable flaw has occurred, how many days does the collector have to supply information correcting the flaw?	
42.	When a flaw is identified after a drug test is completed, what is the process to correct the error? Scenario 1: Omission of required information on the CCF Scenario 2: Use of non-Federal or expired Federal form	
	THIS COMPLETES THE URINE COLLECTION QUESTIONNAIRE. THANK YOU FOR YOUR TIME AND ASSISTANCE.	